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**A.A. Milne Elementary Students and Parents Handbook Addendum**

2022-2023

Bronchelle Walters Johnson, Principal

Weston Breaux, School Counselor

Donovan Decuir, Teacher Specialist

Alicia Hill-Floyd, Wraparound Specialist

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| **School Hours** | |
| **School Hours:** | **Monday – Friday: 7:30 a.m. – 2:50 p.m.** |
| **Office Hours:** | **Monday – Friday: 7:30 a.m. - 4:00 p.m.** |
| **Breakfast is served in the classroom at 7:30 a.m.** | |
| **School Contact Information** | |
| **Main Office Phone Number** | **713-778-3420** |
| **School Fax Number** | **713-778-3424** |
| **Address:** | **7800 Portal Dr, Houston, TX 77071** |
| **School Website:** | [**https://www.houstonisd.org/milnees**](https://www.houstonisd.org/milnees) |
| **Milne Elementary Daily Schedule**   |  |  | | --- | --- | | **7:15 a.m.** | **School doors open** | | **7:30 a.m.** | **Instruction and breakfast begin in classrooms** | | **7:40 a.m.** | **Tardy Bell rings** | | **7:45 a.m.** | **Announcements begin** | | **7:45 a.m.** | **Instructional Time Starts** | | **2:50 p.m.** | **Dismissal** | | |

**2022 – 2023**

**School Year**

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**Milne Elementary Mission**

**We are a community that is dedicated to serving the academic and emotional needs of each one of our students with pride and excellence. Our goal is to develop lifelong learners who are global leaders, while also building a strong academic foundation.**

**Milne Elementary Vision**

**We are dedicated to a continuing tradition of excellence in an ever-changing world. We pledge to provide an equitable, relevant, high- quality education and prepare our diverse student body for future endeavors. We honor achievement and promote pride in ourselves, in our school, and in our community. We are**

**A.A. Milne!**

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**Milne Elementary Beliefs**

**We believe that our students are our most asset and are natural learners capable of achieving their dreams in a structured, challenging, and safe environment.**

**We believe that our teachers are learning and growing alongside our students and are committed to teach student’s global, academic, and social success through passionate and engaging educational experiences.**

**We believe that our parents expect a commitment to their child’s safety, growth, and academic success through a partnership with the school’s staff.**

**We believe that our community expects A.A. Milne to educate its future community leaders by providing an academically rich learning environment that fosters**

**positive relationships.**

Calendar

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Table

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**Houston ISD**

**CALENDAR FOR THE 2022-2023**

**Students will not attend school on the following dates:**

|  |  |
| --- | --- |
| Teacher Inservice Day (no students) | August 8, 2022 – August 19, 2022 |
| Labor Day Holiday | September 5, 2022 |
| Teacher Inservice Day (no students) | October 4, 2022 |
| Fall Holiday | October 5, 2022 |
| Thanksgiving Holiday | November 21-25, 2022 |
| Winter Break | December 22, 2021 – January 4, 2023 |
| Teacher Inservice Day (no students) | January 5, 2023 – January 6, 2023 |
| Martin Luther King Jr. Day | January 16, 2023 |
| Teacher Inservice Day (no students) | February 20, 2023 |
| Spring Break | March 13-17, 2023 |
| Chavez/Huerta Day | March 31, 2023 |
| Spring Holiday | April 7, 2023 |
| Spring Holiday | April 21, 2023 |
| Memorial Day | May 29, 2023 |
| Last Day for students | May 31, 2023 |
| Last Day for teachers | June 8, 2022 |

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| **Grade Level** | **Planning Time**  **Mon., Wed., Thurs., Fri.** | **District Mandatory Conferences**  **Fall: November 16th Spring: March 8th**  **Afterschool**  **3:30 pm - 5:30 pm**  **(Appointment Only)** | |
| **PreK-Kinder** | **8:25 - 9:15 am** |
| **1st Grade** | **11:45 - 12:35 pm** |
| **2nd grade** | **9:20 - 10:10 am** |
| **3rd Grade** | **10:15 - 11:05 am** |
| **4th Grade** | **12:40 - 1:30 pm** |
| **5th Grade** | **1:35 - 2:25 pm** |
| **SPED (SLL)** | **9:20 – 10:10 am** |  |
| **SPED (BSC)** | **1:35 – 2:25 pm** |  |
| **Ancillary Team** | **7:30 – 8:20 am** |  |

|  |  |  |
| --- | --- | --- |
| **Date** | **Location** | **Time** |
| **September 26** | **MS TEAMS/PLC Room** | **3:15-4:15** |
| **December 19** | **MS TEAMS/PLC Room** | **3:15-4:15** |
| **February 20** | **MS TEAMS/PLC Room** | **3:15-4:15** |
| **May 22** | **MS TEAMS/PLC Room** | **3:15-4:15** |

**SDMC Meeting Dates**

**Arrival Procedures**

* Doors open at **7:15** am for students
* Pre-K and kinder students enter through the spark doors and be seated spaced along their respective hallways
* Grades 1-5 enter through the main entrance and go directly to their grade level hallway
* Teachers wait outside of their classroom doors until 7:30 to receive students
* Self-Contained special education classes enter near the bus/sped loading zone
* Bus riders will walk along the side path and enter through the main entrance

**CROSSING GUARDS**

Milne Elementary is fortunate to have crossing guards assigned to the streets close to school. Students should only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Askew and follow the directions from the crossing guards. Crossing guards have a very important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets.

# Absences/Student

# Students are expected to be present and on time each day. If a student needs to be absent due to an illness or another unforeseen incident, the reason for the excused absence must be stated in writing and signed by the parent/guardian. The written excuse must be received within 3 days after the absence, otherwise it is considered unexcused. The student will be given 3 days to make up all missed class work.

**Excused Absences:**

The only acceptable excuses for tardiness and absences are:

• Personal illness

• Sickness or death in the immediate family

• Quarantine - example: head lice

• Severe weather conditions making travel dangerous

• Emergencies or unusual circumstances recognized by the principal or designated person

• Participation in school activities with permission from the principal

# Breakfast Procedures

Breakfast starts at 7:30 AM, served in the classroom until at 8:00 AM.

# Snacks

# Healthy Smart snacks are preferred such as:

|  |  |
| --- | --- |
| Whole grain Rice Krispies Treat bar Whole grain reduced fat Chips  Yogurt /Fruit Snacks  Quaker Chewy Granola Low Fat Bar/Cereal Bar | Whole grain Animal Crackers  Baby carrots or raw broccoli pieces  100% Fruit Juice Capri Sun  Whole Apple, Orange, or Banana |
| ***Please reframe from sending large bags of chips. Also, no chewing gum is allowed at school.*** | |

# Tardy Policy

# Students are dismissed to their classrooms at 7:30. At 7:40 a.m., they are considered tardy. School officials understand that occasionally traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated.

# When students are tardy, they miss important instructional time. This can cause them to fall behind or not meet grade level expectations. It’s in the best interest that all students to be on time each day.

# EMERGENCY PROCEDURES

# In the event if an emergency at the school a formal message and/or phone call will go out via the School Messenger system to the phone numbers listed for each student. It is important that we can contact each child's parent or guardian. It is imperative that all information on each child's enrollment card be complete and accurate. If phone numbers (home, work, emergency, etc.) change, please notify the main office immediately.

# INCLEMENT WEATHER

# If it is necessary to close school for the day because of weather conditions, this information will be carried through official HISD communication channels. If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed. The principal does not have the authority to cancel or close school. Any decisions regarding opening/closing of school will be made by the HUD superintendent.

**Appropriate Attire**

**This is a friendly reminder that the official school uniform policy of the A. A. Milne Elementary School will be in place when we start the 2022-2023 school year on August 22, 2022.**

Uniforms are an integral part of the A. A. Milne culture for several reasons:

1. Uniforms unite us and create a sense of pride in our community
2. Uniforms reduce distractions and clothing competition
3. Uniforms make us all equal
4. Uniforms look professional

**On August 22, 2022, all scholars are expected to be in the full uniform each day as stated below:**

|  |  |  |
| --- | --- | --- |
| **UNIFORM POLICY** | | |
| **Clothing** | **Styles/Notes** | **Colors** |
|  | **(PK-2nd) Only** | **(3rd-5th) Only** |
| **Shirts** | **Black SOLID Polo style shirts** with collars. Milne spirit shirt or college shirt are permitted on Friday day only.  **\*Shirts should be tucked in at all times** | **Red SOLID Polo style shirts** with collars. Milne spirit shirt or college shirt are permitted on Friday day.  **\*Shirts should be tucked in at all times** |
| **Pants** | Uniform style pants | Solid Khaki, Solid Navy-Blue , Dark Jeans |
| **Shorts/ Skirts** | School appropriate length, as determined by administration **\*(fingertips, below)** | Solid Khaki/ Tan , Solid Navy Blue |
| **Sweatshirts and Jackets** | No inappropriate language or symbols  **Solid Color Sweatshirt/Jacket** | Any SOLID color |
| **Shoes** | Shoes must allow for safe movement throughout the building and for PE. No open toe shoes or flip flops, sandals, crocs, or high heels, etc.  **Sneakers/tennis shoes are preferred.** | N/A |
| **Belts** | Preferred with pants.  **Sagging will not be permitted.** | N/A |

# If you need uniform assistance, use the QR Code to complete a SAF (Student Assistance Form) and, contact the wraparound specialist, Ms. Hill- Floyd for further assistance.



# Spirit Days

### Every Friday will be a school spirit day. Students may wear jeans, tennis shoes/sneakers, school, or college t-shirt on this day. No rip/ torn jeans.

**Jewelry:**

• Chain/necklace is limited to one small to medium in size

• Large hoop earrings are not permitted (must be smaller than a quarter)

# Birthdays

**Store bought cakes/ cupcakes may be delivered to the main office. Treats will be distributed at the end of the day.** Parents will not be allowed to visit during this time. Party invitations are not to be sent home with students.

# Calendar

A monthly calendar for the school will be posted in the Main Office and are distributed to parents monthly.

# LUNCH

**Currently, parents are not allowed to eat lunch with students. Parents/ Guardians be sure to send lunches with students. The school cannot accept lunches in the main office.**

**Cell Phones /Student Personal Technology**

**Cell Phones:** During school hours, all cell phones must be turned off. If a student’s

cell phone is confiscated, the parents must personally come to the school to pick it up. During **testing**, cell phones

are collected and returned at the end of the day.

**Cameras:** Students may not take classroom pictures without permission from the teacher. Pictures of other students may not be taken unless that/those student(s) have given permission. In addition, pictures of students may **never** be posted on the Internet without the parent’s permission.

The school sends home a ***Media Release form (see attachments)*** that parents must sign. Signing this form, parents give permission for the school to post pictures of their child. Also, all visitors in our building are **not permitted** to film or take pictures of students without the principal’s written consent.

**CROSSING GUARDS**

Milne Elementary is fortunate to have crossing guards assigned to the streets close to school. Students should only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Milne ES and follow the directions from the crossing guards. Crossing guards have a very important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets.

# Clinic/Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. Immunization requirements change periodically. The school nurse can provide information on the current requirements, on age-appropriate doses, or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student’s religious beliefs conflict with the requirement that the student be immunized, the parent must present a statement signed by the parent stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed annually.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctors opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

**Medicine at School**

A student who must take prescription medicine during the school day must provide the school nurse with an authorization form signed by the parent and licensed doctor on file with the medicine, in its original, properly labeled container. The school nurse will either give the medicine at the prescribed times or give the student permission to take the medication as directed.

|  |  |  |
| --- | --- | --- |
| **Campus Nurse** | **Phone Number** | **Email** |
| Mrs. Glennashipa | 713-778-3420 | [Carmelita.Glennashipa@houstonisd.org](mailto:Carmelita.Glennashipa@houstonisd.org) |

# Head Lice

To prevent the spread of head lice, please encourage students to store their coats and hats in their book bags or hang on the back of their chair. Students should not bring combs and brushes. If you suspect a case of lice, send the student to the clinic with a Nurse’s referral form immediately.

**Afterschool Program**

ACE 21st Century Program, Pooh Camp, is the afterschool program from Mondays – Fridays at 3:15 pm – 5:45 pm. Students are to complete homework, participate in enrichment activities, and served dinner. Student’s qualification is centered around attendance and behavior record. Pooh Camp follows the same Code of Conduct referenced in the Milne’s Handbook. Inclement weather will follow HISD weather policy and Ms. Harris will send an out call on the GroupMe App. for parents/ guardians. Reference the Handbook Appendix for Pooh Camp Application; it is due September 2nd and Pooh Camp begins September 6th. For more information, please contact the Afterschool Coordinator, Ms. Harris via email [Sidney.Harris@houstonisd.org](mailto:Sidney.Harris@houstonisd.org).

**Counselor**

Our professional school counselor is dedicated to providing a comprehensive counseling program guided by the American School Counseling Association (ASCA) and the Texas Counseling Association (TCA) models. For more information and support please contact Milne’s Campus Counselor at 713-778-3420.



**Wraparound Services**

Wraparound Services provides students with the non-academic supports necessary to be successful in school, including access to mental and physical health professionals, food, housing, and more.

For more information and support please contact Milne’s Wraparound Resource Specialist:

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Phone Number** |
| **Mrs. Hill-Floyd** | **Alicia.Hill@houstonisd.org** | **713-556-5917** |

**Student Assistance Form (SAF)**

* + The Student Assistance Form will help bridge gaps for non-academic needs that could be preventing the student from attending class and performing at their best!
  + Submitting a SAF allows the teacher to focus on teaching while the Wraparound Specialist finds the appropriate resource to support the student’s needs. Office administration should also submit a SAF.
  + Parents and students, if you have a need you should submit a Student Assistance Form on behalf of a student/family.
  + To submit a Student Assistance Form: <https://houstonisd.force.com/saf/s/?language=en_US&isdtp=p1> or use the QR Code below.

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**SPED/IAT**

Houston ISD provides a continuum of special education services to meet the needs of eligible students with disabilities. We advocate for students with disabilities to receive inclusive instruction with their non-disabled peers and support them in their learning. For more information, contact your child's school or the Office of Special Education Services.

# Getting Your Child Tested Process

# Contact your campus Intervention Assistance Team (IAT) Coordinator by email or telephone.

# The IAT Coordinator will schedule and invite you to participate in an IAT meeting to consider your request for evaluation.

# During the IAT meeting, data supporting your request will be considered by the team.

# Finally, Evaluation personnel will ask you to formally consent to the evaluation or the IAT may formally issue a Prior Written Notice of Refusal to Evaluate.

**\*The process described above must be completed within 15-school days of your request.**

# ARDS

Each student who receives special education services has an Individualized Education Program or IEP. The IEP Team or, in Texas, the Admission, Review and Dismissal (ARD) Committee, develops and adopts an IEP at least annually.

The law requires parents to have an opportunity to participate in the IEP Process. This means that, from referral to exit, you’re a valuable member of the team: actively participating in discussions, solutions, and decisions. Some of the ways schools involve parents include:

1. Seeking information and ideas from parents when setting up the meeting date/time and meeting agenda.
2. Considering parent information and ideas when developing the IEP. If your suggestions are not included, the committee explains why they are not accepting your idea and why they may be recommending an alternative.
3. Sharing drafts of the IEP and new evaluation reports prior to discussion at a meeting.
4. Making someone available to explain your rights as a parent of a child with a disability within the Child-Centered Special Education Process.

# Communication

It is important for us to develop and maintain positive and on-going communication with our parents. Communication should focus on useful information regarding the student’s academic and behavioral progress. Please follow the guidelines listed below:

* All telephone calls from parents should be returned within 24-48 business hours.
* If you are unable to reach parents within 24-48 business hours, log the call and send a written note.
* Written notes from parents should be answered with a within 24-48 business hours.
* All emails from parents should be answered within 24-48 business hours.
* Teachers will send home weekly communication folders home with the students on Wednesday.
* Teachers will send home a monthly school calendar with school events and academic test dates.
* Teachers will also communicate notices and assignments via class app, Dojo.
* Progress Reports must be sent home midway through every six-week cycle but may also be sent at any time during the six weeks.

To ensure there is maximum instructional time, Milne maintains a no interruptions policy within each classroom. We encourage consistent communication with parents and staff. **Whenever possible, please use email to communicate with your child’s teacher.** Each teacher has several planning times throughout the week for parent-teacher conferences if you would like to meet.

**Conferences – Parent**

All parent conferences are by invention only or parent request. Conferences may be scheduled before or after school, at a mutually convenient time.

* Parents should not text or call the teacher during the instructional day.
* The teacher will return calls within 24 hours.

**Wednesday Folder**

The students Wednesday Folder could include graded assignments, assessments, and campus or class announcements. I will be sent home with your child weekly. Please review this work and sign and send back any documents that is requested by the teacher. If your child is not bringing a Wednesday Folder, please contact your child’s teacher or the front office.

# Computers

Computers are a vital part of the instructional program and virtual learning. It is the teacher’s responsibility to ensure that all students utilize the computers and technology is kept in working and good condition. Only educational programs and website are to be used with all electronic devices for school purposes. All devices will be confiscated if not used for educational purposes and the parent will have to pick it up from the main office to conference with the teacher and an administrator.

## Computer Online E-mails

Teacher’s emails should be checked at least twice daily for parent concerns and campus updates, but ***not during instructional time***. It should be used for school business only. Teachers and staff are to respond to emails within 24-48 working hours. Here are some important things to remember about your email account:

1. Your email account has a limited mailbox size. Proper email management is encouraged. Important email can be saved on your computer by creating a folder in your hard drive and saving your email there.
2. If your email account becomes full and inactive you can delete files by using SHIFT+DELETE. Your account will automatically become active again once the inbox is below the size limit.
3. SPAM and suspicious email should be forwarded to the HELPDESK and then deleted from your inbox. Do not attempt to open SPAM or suspicious email. They may contain viruses or Spyware that can compromise the network’s security.

# Content Delivery

* The district will make every effort to ensure that student education continues uninterrupted. Houston ISD has fully adopted the Texas Essential Knowledge and Skills (TEKS) standards as the foundation for curriculum and instruction and will be implementing an asynchronous instructional model.

# Discipline Plan/Student Code of Conduct

# Each student in HISD public schools is responsible for exhibiting the highest standards of behavior to create a positive and welcoming school atmosphere. The HISD Code of Student Conduct defines systemwide expectations for student behavior and provides means for constructive student-administrator relationships.

# Parents and students can access the HISD Code of Student Conduct booklet <https://www.houstonisd.org/codeofconduct>. This booklet details the expectations for student behavior and the consequences for misbehavior. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning. At Berry, we use this resource to follow our district’s expectations regarding misbehavior. Please be sure to thoroughly read the HISD Code of Student Conduct.

# If any student is found with an inappropriate object, backpacks will be banned, 7and consequences will be assigned.

# Dismissal

## During Dismissal, no one will be allowed into the building. Restrooms and the main office will be closed until 3:15. Teachers, please make sure that Daycare, SPED, and Walkers all have their belongings, homework, paperwork, and everything packed by 2:30 to ensure a smooth transition into dismissal. All teachers download the GroupMe app to your phone for carpool because that is how students will be called to go home. On the first day that students return they will receive a “how I get home” forms to go home to parents.

## Note that this is not the time to have parent conferences during dismissal. Please refer to the Parent Communication and Conferences in the handbook.

|  |  |
| --- | --- |
| **Group** | **Exit Location** |
| Car Riders | Main Entrance Doors |
| Pre-K/Kinder | Spark Park Doors |
| Daycare/Private Van | Teacher Parking Lot doors |
| SPED Bus and Parent Pick up | SPED Bus and Parent Pick up Doors (Portal circle drive doors on the side of the school) |
| Walkers | Spark Park Doors (4th grade hallway) |

## Daycare Vans - 2:50-2:40

Dismissal for **Daycare/ Private Vans and SPED Bus starts at 2:30**, where the students are escorted by a teacher to the Daycare/Private Vans and SPED Bus area. Siblings can sit together. Teacher and Staff, you are to wait there with the students until all the Daycare Vans students have been picked up. Once all the students are gone then teachers are to support their grade level with the remaining students. Staff (without a class) are to report to the main entrance to see how may be of assistance in the front or around the campus. SPED teachers are to remain in SPED bus area until their students are gone, then return to the class to support the TA with the remaining students until the students are called to go home.

## Walkers - 2:40-2:50

Dismissal for **Walkers starts at 2:40**, All walkers will be escorted by a teacher as they exit the building**. It will stagger starting with 4th, 3rd, 5th, 2nd, and last 1st**. Teachers are to escort the students to the sidewalk on Portal Drive. Walkers are to immediately leave the campus unless they are waiting on siblings or parents. Students waiting on siblings or parents are to wait in the grassy area by the teachers parking lot. Teacher and Staff must wait there with the students until all of the students from their grade level students have walked or have been picked up. Once all the students are gone then teachers are and staff (without a class) are to report to the main entrance to see how may be of assistance in the front or around the campus. Students who parents park and walk up are considered a walker.

## Car Riders - 2:50-3:15

Dismissal for **Car Riders start at 2:50 until 3:15**. Car Riders will remain in the classrooms with until their name is called in the GroupMe app. Parents will remain in the car and pull up through the front circle drive to with the students’ name tags. They are no walk-ups. Coach Walker will call the names for car riders. Classroom teachers and staff will monitor the remaining students in their classroom. The teachers and staff will consistently check GroupMe to find out which students are going home. GroupMe will be for PreK/Kinder, SPED, and All Campus Car Riders remaining in the classrooms. **The exit for car riders is the main entrance.**

## PreK-Kinder- Parent Walk Up – 2:50-3:15

**PreK/Kinder students** will remain in the classrooms with until their name is called in the GroupMe app. Parents will walk up to the doors with the students’ name tags. Older siblings must pick up PreK/Kinder students in this area as well. Ms. Oregon will call the names. PreK/Kinder students will have color coded lanyards indicating name and how they get home. Classroom teachers and staff will monitor the remaining students in their classroom. The teachers and staff will consistently check GroupMe to find out which students are going home. GroupMe will be for PreK/Kinder, SPED, and All Campus Car Riders still remaining in the classrooms. **The exit for PreK/Kinder Parent Walk Up is the Small Spark Park Doors.**

**Early Release of Students**

Children are not permitted to leave school after they arrive, unless certain procedures are followed. **ONLY** the people listed on the ***Emergency Contact Form*** will be allowed to take a child from school during regular school hours. **A picture ID is required**, such as a driver’s license. **Changes to the Emergency Contact Form must be done in person.** Students will be called to the office, after they have been signed out. Teachers are not permitted to release students, unless this procedure has been followed. Parents are not allowed to go to the classroom to pick-up their child.

***Releasing students after 2:20 p.m. is not allowed.*** This time is instructional time. Every minute counts. Early release of students is strongly discouraged.

**Emergency Contact Form**

# An “Emergency Contact Form” will be sent home with each student for parents/guardians to inform the school who will pick-up his/her child during the school day. Only the people listed on this form will be allowed to pick up your child/children. \**If your address or phone number have changed, please make sure to update the contact form ASAP.*

# Extracurricular Activities

All extracurricular activities t-shirts, designs, logos, paraphernalia, and activities, including tryouts, practices, field trips, performance, events, etc. must be approved by the principal in advance. All approved extracurricular activities, including tryouts, practices, field trips, performance, events, etc. must be placed on school calendar. Monthly calendar submissions are due by the due dates communicated via email.

# Field Trips

Student field trips are scheduled throughout the school year. We encourage all parents to register as volunteers with the school.

**Field Day**

Our field day outdoor events are filled with fun and exciting activities (depending on the weather, scheduled activities will take place inside the school). Teachers may choose to invite 2-3 parents to assist. No additional siblings (older or younger) can attend. ***Parents must be VIPS approved to attend.***

**Academic Assistance**

As soon as a student’s performance indicates they are failing, the classroom teacher and administrators will implement ***RTI (Response to Intervention)*** to help the student improve. This will include but is not limited to additional small group lessons and tutorial sessions. The student must meet all standards by the end of the school year.

By the end of the school year, if the student still fails to demonstrate achievement for one of these standards, they will be required to attend summer school. Summer school is required for promotional reconsiderations. Attending summer school does not guarantee that the student will be promoted. Students must demonstrate achievement, if not, they will be retained for the next school year.

**HISD Promotion Standards**

***Pre-Kindergarten/ Kindergarten*:** Students may not be retained in Pre-K and Kindergarten.

***Grades 1-5*:** To be promoted to the next grade level, a student **must pass** the following standards:

Standard 1

• 70 percent average or better in reading, language arts, math, and either science or social studies

• Attendance – Students may not exceed more than (10) days of excused absences

Standard 2

• A passing score on the High Frequency Word Evaluation (grades 1-2)

• A passing score on the Math and Reading STAAR (grades 3-5)

# Grading Procedures

Students will receive numerical grades, with the exception of all PK/Kindergarten, all ancillary classes, and conduct. ALL numerical grades are to be entered as Daily grades.

* Students in grades 1-5 will receive numeric grades in Reading, Math, Science, Social Studies, and Other Language Arts. Bilingual students receive an ESL/ELD numerical grade.
* Students enrolled in remote instruction follow the same grading guidelines as in-person instruction.
* At least two grades per week for each subject area.
* Teachers receive support and guidance on effective grading practices to ensure that grading guidelines are followed in both instructional models.
* Grades will be taken during each grading cycle of the 2022-2023 school year. All cycle grades will be used in the calculation of the final average for any class.

**Grading Weight Scale**

|  |  |
| --- | --- |
| ***Classwork*** | ***50%*** |
| ***Quizzes/Tests*** | ***40%*** |
| **Participation** | ***10%*** |

**The criteria for evaluating student achievement in academic subjects are as follows:**

(A) 90 - 100 Excellent

(B) 80 - 89 Good

(C) 75 - 79 Satisfactory

(D) 70 - 74 Passing

(F) 0 - 69 Failing

**The following grading scale is used for conduct:**

(E) - Excellent

(S) - Satisfactory

(N) - Needs Improvement

(U) – Unsatisfactory

# Homework

# Homework that is assigned daily includes:

|  |  |  |  |
| --- | --- | --- | --- |
| Daily Homework | | | |
| High Frequency Words | Imagine Math (30 mins) | Imagine Language (30 mins) | Daily Reading Logs |
| Kinder – 2nd Grades | Kinder – 5th | Kinder – 5th | PreK-5th |
| Printed materials. | Logins will be provided by teacher. | Logins will be provided by teacher. | Student may use MyOn or a physical book on their reading level. Logins will be provided by the classroom teacher |

# REPORT CARDS

# Students will receive report cards at the end of each six-week grading period. Students will also receive a progress in the middle of each grading period. The following dates have been set as report card distribution dates:

|  |  |  |
| --- | --- | --- |
| Cycle 1: October 8, 2022 | Cycle 2: November 18, 2022 | Cycle 3: January 9, 2023 |
| Cycle 4: March 4, 2023 | Cycle 5: April 20, 2023 | Cycle 6: May 31, 2023 |

**Awards/Ceremonies**

Ceremonies will be held on campus. The purpose of this celebration is to celebrate life events as well as academic achievements. The teachers will provide more details as these ceremonies take back, throughout the year.

# Students with Perfect Attendance:

# At the end of the school year, students will receive a perfect attendance reward. To qualify for perfect attendance, students need to come to school every day. Students who are sick and miss school, do not qualify for perfect attendance. Excused absences also count against perfect attendance.

**Honor Roll**

The Honor Roll is a very special recognition for academic achievement. Students in grades one through five who make all A’s or no more than two B’s are placed on the Honor Roll. A student must maintain an E or S in conduct to qualify for the Honor Roll.

**Testing**

We will inform you when other major assessment tests will be given. If you have additional questions about testing dates you may refer to the testing calendar on the school or HISD website or contact the school at (713)778-3420.

# Bullying

The Board of Education prohibits bullying at any location or activity under jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. The Board of Education also expects students and/or staff to immediately report incidents of bullying to the principal or designee.

**ALLEGATIONS OF BULLYING:** All allegations of bullying will be documented, along with

a determination of the motive for the alleged bullying incident. Please report any allegations of bullying to a teacher or school administrator as soon as possible.

**DEFINITION OF BULLYING:** Bullying is defined as unwanted, aggressive behavior among children that involves a real or perceived power imbalance. The behavior is repeated over time.

**School Actions for Reports of Bullying:**

Immediate action taken to investigate and determine what happened. The inquiry will be impartial, prompt, and complete.

Written documentation will be completed.

Interviews will be conducted with targeted students, offending students, all witnesses, and parents.

Targeted students and parents will be informed of the steps taken to resolve the issues Follow up will be done with the students and parents to ensure it has been resolved.

# Cyber Bullying Policy

**HISD has a zero-tolerance policy against bullying,** and students caught cyber bullying at school can be disciplined under the *Code of Student Conduct*. **If you believe you are being cyber bullied or if you know someone who is, please contact our school administration or teacher at the campus.**

**Prevention and Response:**

HISD has partnered with Common Sense Media and the Cyber Bullying Research Center to educate our students, parents, and educators about the dangers of cyber bullying and to provide resources to assist with prevention and to facilitate response to incidents.

**Parent Workshops and Events** /**Parent Calendar**

The Houston Independent School District believes that a child’s education is a result of the combined efforts of the parent, the student, and the school. Parents who actively participate in the educational process, both at school and home, provide the essential support, assistance, values, and high expectations that are crucial to a child’s perception of the importance of education. HISD also believes that active and regular parental involvement will significantly increase a student’s potential for academic success. (Information from [www.houstonisd.org](http://www.houstonisd.org) – Parents & Students)

# The dates for these training will be sent out with the students throughout the year.

# Parent Information/ Workshops: Our school family hosts special training sessions for parents during the school year. These meetings focus on topics such as curriculum, effective study techniques, student health-safety-nutrition, testing information and helpful testing tips.

**Parent Teacher Organization (PTO)**

The PTO helps to provide a well-rounded program for our students.  It provides opportunities for parents to be informed and involved in their education.  **We encourage all parents to join the PTO and to play a leadership role by becoming actively involved in this worthwhile organization.**

**Registration Requirements**

**To register a child in school, the following items must be provided:**

* Proof of residence, such as a utility bill or rent receipt with the correct name and address
* Certified copy of a birth certificate or birth registration card
* Proof of immunization record/shot records
* Report card from last school attended
* If enrolled during the current school year, a withdrawal form from the previous school
* Guardianship papers are required, if the student is residing with someone other than the parent
* Child’s social security number (if available)

## TEXTBOOKS/ LIBRARY BOOKS

## All students are issued the appropriate textbooks for their grade level. Students are held responsible

## for a particular book issued to them. The Texas Education Code, Section 12.65 under "Textbooks",

## Article C, adopted by the 61st Legislature reads as follows:

## "Each pupil and his/her parent or guardian will be responsible to the teacher for all books not

## returned by the pupil. Any student failing to return all textbooks shall forfeit his right to free

## textbooks until those previously issued, but not returned, are paid for by the parent or the guardian."

## HISD Connect Parent Portal

HISD Connect Parent Portal is an online service that allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Use: Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class. Information that PSC provides access to includes: Period and Daily Attendance, Class Schedules and Assignments, Progress Reports, Report Cards, and Parent and Student Resources.

## Digital Resources Page

HISD provides a variety of educational resources for students to access. The collection of resources is district approved tools and applications that include textbooks, content-specific applications, online reading libraries, and formative and summative assessment tools. Refer to Appendix A for the most up to date digital resources available. Use: Students and teachers can gain access to the education material needed for their specific class. Students can also access assessment tools such as Ontrack and Renaissance as well as check out books from MackinVia and MyOn.

## GSuite

GSuite is a cloud-based application that makes learning accessible anywhere with internet access. All HISD personnel and students have Google accounts that are managed by Houston ISD and accessed by using their district credentials and network password. Teachers and students have the GSuite for education which gives them access to Google Slides, Google Docs, Google Sheets, Google Forms, Google Sites, Chrome Sync, Google Drive, and Google Drawings. Use: G-Suite can be used to collaborate, create, and edit files in real- time. It provides students with collaborative workspaces and access to an online storage system that can be shared and accessed across multiple devices.

# Visitors

#### HISD visitors will be allowed in the building for business purposes and must sign in at the main office. Parents will be allowed in the building for teacher conferences and student programs and must sign in at the main office with identification.

**Volunteer Opportunities**

**Volunteers in Public Schools (VIPS)**

Each year, parents, students and community partners support HISD students and teachers by kindly volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. They are caring adults or older middle school/high school/college students who tutor students, serve as classroom assistants to teachers, work in the library and provide other support*.*

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| How Can I Become VIPS Approved? All volunteers must register online or at their home school. They must also pass a criminal background check before participating as a volunteer. To become an HISD volunteer, these steps need to be followed: | |
| **Step 1:** | Register online at www.houstonisd.org, stay on the homepage, and click on the VIPS login under the Related Links section or the Community section or fill out an application at the Welcome Center. |
| **Step 2:** | Once you have registered, you must go in person to the school of interest and show proof of identification. |
| **Step 3:** | Identification information will go into our database for processing by the Volunteer Coordinator at each campus. |
| **Step 4:** | The criminal history background check can take 2-3 weeks to complete. |
| **Step 5:** | Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD. |

#### **What type of identification is accepted for VIPS?**

#### ● Texas Driver’s License ● Official Passport ● Texas Identification Card ● Official U. S. Military ID ● Driver’s License (issued by any state in the U.S.) ● Matricula Consular ● Resident Alien Card

**Withdrawal Procedures**

Advance notification (24 hours) is required to complete all withdrawal forms. This notice is also required to determine if fines and textbooks have been cleared. Please inform the school of the student’s last day of attendance, new address and the name of the new school the child will be attending. Parents must personally come to the school office and officially withdraw their child. The completed withdrawal form must be taken to the new school with a copy of the last report card, if available.

**LOST AND FOUND**

All clothing found on the campus will be placed in the lost and found area. Money, jewelry, or any other articles of value are to be submitted to the clerk in the main office for retrieval. We will hold lost items up to a month after such time we will drop off items not collected to a local donations center. Please help us foster ownership by making sure students are responsible for their own belongings.

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| **Monthly Drop off Times\*** | |
| Winter Break | Thanksgiving Break |
| Spring Break | End of School Year (May/June) |
| Before/After Campus Holidays | Before/After Campus Breaks |

\* Days are subjected to change.

***A. A. Milne Elementary School***

***Bronchelle W. Johnson***

*Principal*

Houston Independent School District 7800 Portal Dr., Houston, TX 77071

Phone: 713-778-3420 Fax: 713-778-3424

@AAMilneES

**2022-2023 PARENT STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

*Dear Parent/Guardian: Please read the 2022-2023 Parent Student Handbook and return the signed form below to the school. Your signature does not constitute consent to take part in any particular program.*

**A.A. Milne Elementary School RECEIPT OF 2022-2023 *PARENT-STUDENT***

***HANDBOOK***

*I acknowledge, with my signature below, the receipt of the parent/student handbook on behalf of my son/daughter.*

*Please PRINT the name and grade of your child. STUDENT’S NAME:*

*Last Name, First Name, Middle Initial Grade*

*Signature of Parent/Guardian Signature of Student*

***Appendix***

Graphical user interface, text, application, Word

Description automatically generated

Application, table

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Graphical user interface, text, application, Word

Description automatically generated

Graphical user interface, application, table

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Text

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